

**Suggested Document Submittal List –
Tenant Improvements (TI)**

I. Document Submittal List

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| <p>A. Drawings(4)* sets of: (If Hazmat 5* sets)</p> <p>(2)* sets of: (All as Applicable)</p> <p>B. Calculations (2) sets of: (All as applicable)</p> <p>C. Other Documents (2) sets of:</p> | <p>24" X 36" Suggested Plan Size</p> <ol style="list-style-type: none"> 1. General Information 2. Plot Plan 3. Key Plan for Location within Building 4. Architectural Plans - Floor Plan Elevations, Sections, Other Details Structural Plans - Structural Framing Details Anchorage & Bracing of Walls and Equipment Suspended Ceiling Framing Other Details as appropriate 5. Plumbing Plan (Including Relevant Information from Architectural Plan) 6. Mechanical Plan " " " " " " " 7. Electrical Plan " " " " " " " <ol style="list-style-type: none"> 1. Structural Calculations 2. Title 24 Energy Calculations and Forms <ol style="list-style-type: none"> 1. Hazardous Material Inventory List (List Type & Quantities of Chemicals Stored on Site) 2. Specifications 3. Title 24 Accessibility forms to be completed and signed |
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* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

II. Expanded Information on Above Documents

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| <p>A-1. Information (All as Applicable)</p> <p>A-2. Plot Plan</p> <p>A-3. Key Plan</p> | <ol style="list-style-type: none"> 1. Wet Sign Documents by Design Professional (Cover Sheet to be Wet Signed) 2. Name, Title, Address, Phone No. of Design Professional 3. Project Name & Address, as well as Project Owner's Name, Address & Phone No. 4. Cover Sheet Information: <ol style="list-style-type: none"> (a) Applicable Codes and Editions(UBC, UPC, UMC, NEC, UCBC & Energy) (b) Description of Scope of Work (c) Occupancy Group(s) and Type of Construction (d) Allowable Floor Area Calculations (e) Gross Tenant Area listed per each floor and each tenant (f) Index of Drawings (g) Legend of Proposed Construction Plan 5. Scale for All Drawings and Details <ol style="list-style-type: none"> 1. Lot Dimension Showing Whole Parcel, Property Lines and Street Location(s) 2. Building Footprint with all Projections and Dimensions to Property Lines 3. Vicinity Location Map and North Arrow 4. Parking Layout, Driveway Locations and New Sidewalks (Fully Detail all Disabled Accessibility Features) 5. Detail Exit Door Locations <ol style="list-style-type: none"> 1. Location within Building Where Work is Being Done 2. Path of Travel from Space to Exterior Exits 3. Path of Travel to Main Entrance for Accessibility per State Disabled Access Regs |
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| A-4. Architectural and Structural Plans (All as Applicable) | <ol style="list-style-type: none"> 1. Foundation Plan 2. Floor Framing Plan (existing layout and proposed improvements) 3. Roof Framing Plan 4. Architectural Floor Plans and Seating Plan within Assembly Use Areas 5. Exit Location(s), Path(s), and Lighting 6. Exterior Elevations (when Changes to Existing are made) 7. Structural Material Specifications 8. Structural and Architectural Details 9. Typical Cross Sections in Each Direction (where necessary) 10. Reflected Ceiling Plans with Bracing & Support Details 11. Provide Details of All Features and Fixtures in Compliance with the State Building Code Disabled Accessibility Standards (Chapter 11 or 11A) |
| Details (All as Applicable) | <ol style="list-style-type: none"> 1. Window Schedule: List Sizes and Types (Detail Safety Glazing Locations) 2. Door Schedule: List Sizes and Types (Detail Fire Ratings, Hardware, Closets & Thresholds) 3. Flashing: Vertical and Vertical to Horizontal Junctures of Materials 4. Footing, Piers and Grade Beams 5. Changes to Floor or to Foundation System (i.e., Slab to Wood Frame) 6. Post and Girder Intersections 7. Roof: Eaves, Overhangs, Rakes and Gables 8. Handrails, Guardrails, and Support Details 9. Structural Sections with Details at Foundation, Floor and Roof Levels 10. Detail of Fire Separations with Assembly Numbers and Sections 11. Detail all Fire Penetrations & Openings includes Assembly Numbers 12. Cross Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations 13. Finish Schedule with Flame Spread Ratings |
| A-5 Plumbing Plan | <ol style="list-style-type: none"> 1. Plumbing Fixture and Single Line Schematics (Isometric Diagram may be required for complex Plumbing Plans) with Pipe Size Calculations 2. Chemical Waste & Piping Plan (Will need Water Pollution Control & Hazmat Approval) |
| A-6 Mechanical Plan | <ol style="list-style-type: none"> 1. HVAC Plans (Location, Size, Duct Layout, and Smoke/Fire Dampers) 2. Roof/Wall Penetration Details and Specifications 3. Environmental and Product Conveying Duct Plan 4. Gas Piping and Sizing Calculations 5. Kitchen Plan for Commercial Kitchens and Santa Clara County Health Department Approval |
| A-7 Electrical Plans | <ol style="list-style-type: none"> 1. Outlets, Fixtures, Switches, Service Panels, Subpanels 2. Wire and Conduit Sizes on Electrical One Line Drawing 3. Electrical Ceiling Lighting Plan (Including Exit Lighting as Applicable) |
| B-2. Energy | <ol style="list-style-type: none"> 1. Form ENV-1, MECH-1, LTG-1 and LTG-2 with All Required Signatures on Documentation 2. Complete Calculations Based on Scope of Work 3. List of Mandatory Features, and Print Complete ENV-1, MECH-1, LTG-1, LTG-2 on Drawings |
| III. Separate Plans & Permits | <ol style="list-style-type: none"> 1. Storage Racks with Storage Level Over 8' High Require Permits. Provide Calculations and Details 2. High Piled Storage Areas (commodities as regulated by the Fire Code) 3. Fire Alarm/Smoke Detection Systems 4. Flammable Liquid Storage Areas, Compressed Gases 5. Spray Booths 6. Automatic Fire Sprinklers/Extinguishing Systems |

Notes:

- (1) Plans can be combined for simple buildings, if clarity is maintained.
- (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (3) Other departments and agencies review and approval may be required.